

sheet name: Invoice Template

max row index: 43

max column index: 7

[B3:C3] INVOICE

[ ' Invoice Template' !F3] <Your Logo>

[ ' Invoice Template' !B4] <Your Company Name>

[ ' Invoice Template' !F4] DATE

[ ' Invoice Template' !B5] <123 Street Address>

[ ' Invoice Template' !B6] <City, State, Zip/Post Code>

[ ' Invoice Template' !F6] INVOICE NO.

[ ' Invoice Template' !B7] <Phone Number>

[ ' Invoice Template' !B8] <Email Address>

[E9:F9] <Payment terms (due on receipt, due in X days)>

[ ' Invoice Template' !B10] BILL TO

[ ' Invoice Template' !D10] SHIP TO

[ ' Invoice Template' !B12] <Contact Name>

[ ' Invoice Template' !D12] <Name / Dept>

[ ' Invoice Template' !B13] <Client Company Name>

[ ' Invoice Template' !D13] <Client Company Name>

[ ' Invoice Template' !B14] <Address>

[ ' Invoice Template' !D14] <Address>

[ ' Invoice Template' !B15] <Phone>

[ ' Invoice Template' !D15] <Phone>

[ ' Invoice Template' !B16] <Email>

[B19:C19] DESCRIPTION

[ ' Invoice Template' !D19] QTY

[ ' Invoice Template' !E19] UNIT PRICE

[ ' Invoice Template' !F19] TOTAL

[ ' Invoice Template' !B31] Remarks / Payment Instructions:

[ ' Invoice Template' !E31] SUBTOTAL

[ ' Invoice Template' !E32] DISCOUNT

[ ' Invoice Template' !F32] 0.0

[ ' Invoice Template' !E33] SUBTOTAL LESS DISCOUNT

[ ' Invoice Template' !E34] TAX RATE

[ ' Invoice Template' !F34] 0.0

[ ' Invoice Template' !E35] TOTAL TAX

[ ' Invoice Template' !E36] SHIPPING/HANDLING

[ ' Invoice Template' !F36] 0.0

[ ' Invoice Template' !E37] Balance Due